DEPARTMENT OF THE NAVY
OFFICE OF THE JUDGE ADVOCATE GENERAL
200 STOVALL STREET
ALEXANDRIA, VA 22332-2400

CH-1 OF 30 SEP 87
INCORPORATED
IN REPLY REFER TO

JAGINST 1301.1A
61.2
2 2 MAY 1986

JAG INSTRUCTION 1301.1A

From: Judge Advocate General

Subj: SCREENING FOR DUTY AS COMMANDING OFFICER AND EXECUTIVE OFFICER OF NAVAL LEGAL SERVICE OFFICES

Encl: (1) Sample format of request for screening/selection

1. **Purpose**. To promulgate JAG Corps screening criteria for duty as commanding   (R officer and executive officer of naval legal service offices.

2. **Cancellation**. JAG Instruction 1301.1.

3. **Scope**. The provisions of this instruction apply to officers of the JAG Corps in year groups 1972 and junior. Assignment of officers senior to year group 1972 to commanding officer and executive officer tours will continue on an **ad hoc** "best qualified" basis.

4. **Background**. In order to ensure that officers assigned as commanding officers and executive officers of naval legal service offices are those "best qualified" to assume the responsibility of command, criteria are hereby established as prerequisites for assignment to such billets. A judge advocate must normally meet these criteria to be eligible for consideration for a tour as an executive officer of a naval legal service office. In order to be eligible for nomination as a commanding officer, an officer would normally have to meet all the requirements for selection as an executive officer. and have successfully completed a tour as an executive officer.

5. **Basis for Screening**. Criteria for assignment as an executive officer of a naval legal service office are as follows:

   a. Minimum 1 year experience as a trial practitioner.

   b. Minimum 1 year experience as a command or staff judge advocate.

   c. Minimum 1 year successful tour as an 0-4 or above at a naval legal   (R service office, serving as a middle manager, or minimum 1 year successful tour as a military judge, or minimum 1 year successful tour as Academic Director of the Naval Justice School.
   d. Demonstrated experience in legal assistance, claims, command advice, administrative discharge matters and investigations.

   e. Demonstrated outstanding ability in personnel management.

   f. Demonstrated knowledge of post-NJP and post-trial processing within the military justice system.

Sample Format of Request for Screening/Selection

From: LCDR John A. Doe, JAGC, USN, 444-44-4444/2500
To: Judge Advocate General
Via:

Subj: REQUEST FOR SCREENING FOR EXECUTIVE OFFICER OF NAVAL LEGAL SERVICE OFFICE

Ref: (a) JAGINST 1301.1A

1. In accordance with reference (a), I hereby request screening for service as an executive officer of a naval legal service office. I believe I have met the requisite screening criteria in the following manner:

a.

b.

c.

d.

e.

f.

2. In addition to that which is reflected in paragraph 1 above, I request consideration be given to the following:

JOHN A. DOE

6. Action.

    a. Officers in year groups 1972 and junior who believe they meet the criteria set forth in paragraph 5 above and who desire assignment as executive officer and subsequently as *commanding officer* must send a letter, in the format of enclosure (1), via their chain of command to the Office of the Judge Advocate General (Code 61). The letter will set forth the manner in which the criteria have been met. The names of officers approved as meeting the criteria to serve as executive officers of naval legal service offices will be published semiannually in Off The Record.

    b. Those officers approved as having met the requisite criteria will be placed in a pool of eligible applicants. The pool of eligible applicants is expected to exceed the number of billets available. Nominations for assignments of officers in year groups 1972 and junior to tours as executive officers and subsequently as *commanding officers* will normally be drawn from the pool of eligible officers on a "best qualified" basis.

T. E. FLYNN

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